

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Subject: Identity Verification Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide the necessary information for identity verification purposes as requested by

[Company/Organization Name].

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number (or other identification number): [Your SSN or identification number]
- Address: [Your Address]

Attached are copies of the documents that verify my identity, including:

1. [Type of Document, e.g., Driver's License]
2. [Type of Document, e.g., Utility Bill]

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]